

539006/01/00

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: FLEET OPERATIONS MANAGER**

**DEFINITION**

Under administrative direction, to plan, assign, supervise and review the work of office, auto stores, and mechanical staff in coordination with the Fleet and Building Services Superintendent; to analyze and develop fleet quality control strategies and management programs to enhance fleet performance and capabilities; and to perform related work as required.

**REPORTS TO:** Fleet and Building Services Superintendent

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Fleet and Building Services Superintendent. Exercises general supervision over subordinate office and auto stores staff as assigned.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, and procedures.
- Plan, assign, and supervise the work of office/auto stores staff, in coordination with the Fleet and Building Services Superintendent.
- Assist in and perform budget preparation, analysis, and administration; analyze and report on the budget status of various section activities.
- Assist with the assignments and supervision of the work of mechanics and other skilled and semi-skilled workers engaged in the overhaul, maintenance, and repair of a wide variety of automotive, construction, and mechanical equipment.
- Assist with coordination of the Alternative Fuel Program.
- Provide analytical services and develop fleet management programs to enhance fleet performance and capabilities.
- Prepare Council reports for vehicle procurement.
- Analyze and develop fleet quality control strategies and management programs to establish continuous fleet management improvement opportunities, standard maintenance and repair methods and time elements, predictive maintenance, life-cycle costing, and vehicle repair/replacement models.
- Administer the Fleet Management automated system, interfacing, and upgrades.
- Prepare detailed cost estimates and make recommendations regarding feasibility of major repairs.
- Compile and prepare annual performance standards survey.
- Interact with departments, vendors, and outside agencies with regard to parts, services, and special requests and reports.

- Serve as Fleet Management Representative in identifying and correcting hazardous waste issues and serve on City-wide Hazardous Waste Committee.
- Provide backup support to the Fleet Management Supervisor, Lead Mechanic, and Fleet Management Superintendent as necessary.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, practices, materials, and tools of the automotive mechanic trade.
- Fleet management operations, policies, and procedures.
- Principles of accounting and record keeping practices.
- Principles of organization, administration, budget, and personnel management.
- Operating and repair characteristics of a variety of heavy automotive equipment.
- Occupational hazards and standard safety precautions necessary in the work.
- Principles of gasoline, diesel, and alternative fuel engines.
- Principles and practices of supervision, training, and performance evaluation.
- Personal computer operations and software applications.

### **Ability to:**

- Plan, lay out, and assign the work of office, mechanical, and other shop workers.
- Diagnose defects in, and repair a wide variety of heavy automotive equipment.
- Analyze and develop quality control strategies and management programs.
- Communicate clearly and concisely, orally and in writing.
- Prepare and maintain records and reports, using computers.
- Supervise, train, and evaluate subordinates.
- Work overtime and/or flexible schedule as required.
- Operate a personal computer and applicable software programs.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to a Bachelors Degree from an accredited college or university with major course works in Public or Business Administration or a closely related field. Additional qualifying experience may be substituted for the education requirements on a year for year basis.

Experience: Three years of experience in Fleet Management including some supervisory experience. Computer experience required.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of, or ability to obtain, an appropriate, valid, Class "A" Motor Vehicle Operators License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Fleet Operations Manager

**TO:** Fleet and Building Services Superintendent